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MEMORANDUM FOR: Deputy Director (Support)

14 JAN 1963

SUBJECT : Delinquent Reports

1. As requested, there is attached a current report of Fitness Reports which were due in 1962 but have not yet been received in the Office of Personnel. Each of the five major reporting groups has been listed on a separate sheet in the event you wish to send a copy of the appropriate section to the Deputy Director concerned.

2. We have not attempted to provide explanations for the relatively high delinquency rates in some elements and the low rates in others. However, we believe the statistical findings provided below may be of interest in making a simple comparison of standings.

a. Among the five major groups reported, DD/P has the highest delinquency rate (18.6%) and the DCI has the lowest rate (2.0%).

Group	Number of Reports Due		Delinquent Reports		Delinquency Rate
	Number	% of Total	Number	% of Total	
DCI					
DDI					
DDP					
DDR					
DDS					
TOTAL					

b. Twelve of the 47 offices reported have a delinquency rate higher than the Agency average. The reports due from this group represent 30.7% but their delinquent reports represent 77.0% of the total.

Group/Office	Number of Reports Due	Delinquent Reports	Delinquency Rate
DDI-NPIC			
DDP-EE			
DDP-NE			
DDP-TFW			
DDP-FE			
DDR-OSA			
DDP-FI			
DDP-TSD			
DDP-AF			
DDP-O/DDP			
DDP-CA & IO			
DDP-WE			
TOTAL			

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GROUP 1
Excluded from automatic
downgrading and
declassification

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- c. In terms of the magnitude of the Fitness Reporting job to be done, the offices having above-average delinquency rates are spread among "small, medium, and large" as follows:

Number of Reports Due	Number of Offices in Group	Number of Offices Over Average Delinquency	Offices
1 - 199	21	3	
200 - 499	16	6	
500 and over	10	3	

25X1

- d. Eighteen of the 47 offices reported had no delinquencies. The total of [] reports due from these offices represented 22.3% of the total. In terms of the size groupings used above, these offices were distributed as follows:

Number of Reports Due	Number with No Delinquencies	Offices
1 - 199	12	DDI: DDI: DDP: DDR: DDS:
200 - 499	4	DDI: DDP: DDS:
500 and over	2	DDI: DDS:

25X1

[]
Acting Director of Personnel

25X1

Attachments

Distribution:

O&I - Addressee

2 - D/Pers

/ - C/PD/OP

OD/Pers [] b (14 Jan 63)

1 - C/P&P

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